

MARYLAND STATE CLEARINGHOUSE FOR INTERGOVERNMENTAL ASSISTANCE



AGENDA

- What is Clearinghouse?
- What is the MIRC Process?
- How do I submit an application?
- How do I review an application?
- Where do I get Help?
- Questions and Answers



WHAT IS CLEARINGHOUSE?



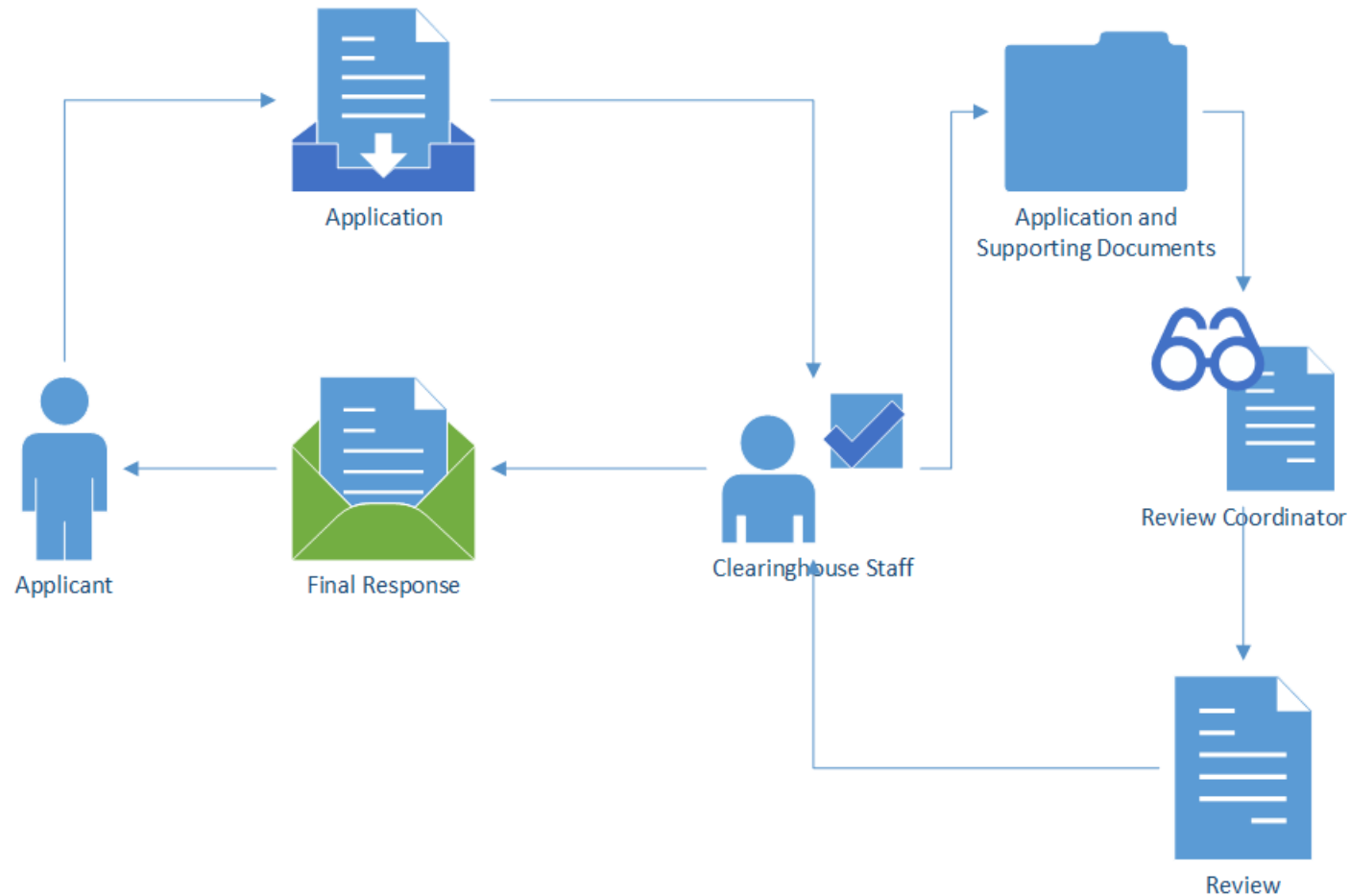
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WHAT IS CLEARINGHOUSE?

- Helps to get approval for your grant and/or project, minimizing duplications of effort, and conflicting actions
- Identifies and addresses potential project inconsistencies with State, regional and local plans, programs and objectives.
- Promotes smart development policies which are consistent with State policies goals and objectives.



CLEARINGHOUSE PROCESS



ROLE: CLEARINGHOUSE APPLICANTS

- Responsible for timely notifying the Clearinghouse and submitting a complete application to the Clearinghouse.
- Responsible for coordinating with Clearinghouse during the intergovernmental review.
- Include the State Application Identifier, (SAI) on all correspondence.
- Inform Clearinghouse if their project is approved or disapproved.



ROLE: CLEARINGHOUSE

- Coordinate and timely facilitate the Intergovernmental Review process.
- Provide opportunity for consultation among affected State and Local Officials.
- Help applicant to achieve project consistency.
- Be a project repository.



ROLE: REVIEW COORDINATOR

- Receive and disseminate notification and Information internally.
- Serve as a liaison among Clearinghouse and your agency.
- Formulate comments that reflect agency views, plans and policies.
- Timely get one composite agency response to the Clearinghouse.



REVIEW COORDINATORS CHECKLIST

- ☐ Which areas of my agency might be affected if the proposal is approved and/or financed by the funding agency?
- ☐ Are there environmental implications related to the project?
- ☐ Which divisions within my agency will have an interest in seeing the materials to evaluate compliance with agency programs, policies and objectives?



REVIEW COORDINATORS CHECKLIST

- ☐ Will this program have any implications on smart growth initiatives, where appropriate?
- ☐ Does this program affect any current initiatives specific to my agency and in place at the time the application is submitted.
- ☐ Does this proposal involve the use of State-owned property and if so will it change the use of that Property?



WHAT IS THE MIRC PROCESS?



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WHAT IS THE MIRC PROCESS?

- The Maryland Intergovernmental Review and Coordination(MIRC) Process
- Informs, collects and transmits the views of State, Regional and Local Maryland officials on:
 - Applications for Federal & State financial Assistance
 - Direct Federal and State Development
 - Planning and other activities.



WHAT IS THE MIRC PROCESS?

- **Why Submit Projects?**

- It is the **law**.
 - Certain Federal Agencies will not fund a project without it having been circulated through the MIRC process
- Insures uses that are consistent with all of the State, Federal and Local programs and policies.

- **State agencies only**, should copy their State Agency Grants Contact on all projects submitted to the Clearinghouse. For a listing see the following:

<http://grants.maryland.gov/Pages/maryland-contacts.aspx>



WHAT IS THE MIRC PROCESS?

- **When to Submit Projects?**

- Immediately before submission of the application or at the same time – when submitting, substantially modifying or amending an application.
- State agency must submit an application for any request involving federal financial assistance.
- When intergovernmental review is to serve as the public participation component of a grant application



WHAT IS THE MIRC PROCESS?

- **When to Submit Projects?**

- Proposed activities that also require federal and state government review:
 - Coastal Zone Management Act
 - National Historic Preservation Act
 - National Environmental Policy Act
 - Maryland Environmental Policy Act
 - Environmental Assessments & Environmental Impact Statements prepared in accordance with NEPA.
 - Environmental Assessment forms and reports prepared in accordance with MEPA.
 - Applications or activities requiring State or Local Government review.
 - Federal plans and direct federal development.



WHAT IS THE MIRC PROCESS?

- **What to Submit for Financial Assistance Projects?**

- Grant application summary or Federal Form 424 (SF- 424)
- Federal program number and title, (CFDA).
- Type, purpose, scope, explanation, and justification of proposal
- Area to be served
- Budget and funding sources
- Staffing
- Location (vicinity map)



WHAT IS THE MIRC PROCESS?

- **What to Submit for Real Property Projects?**
 - Completed Real Property Report Form
 - Found on website and new Application
 - Location Maps
 - Proposed Action:
 - Excess Real Property
 - Change In Use/Lease
 - Demolition
 - Easement



WHAT IS THE MIRC PROCESS?

- **What files should I submit and in what format?**
 - Electronic Media is required in the form of a PDF
 - Documents can be sent via mail on CD or eMail.
 - No non-electronic copies will be accepted.



WHAT IS THE MIRC PROCESS?

Incomplete submittals add more time to the review process.



WHAT IS THE MIRC PROCESS?

- **Who gets informed about my application?**
 - Notification, information and a review request is sent electronically via e-mail and document links to:
 - Each impacted State agency
 - The impacted local jurisdiction and
 - Impacted regional councils.



HOW DO I SUBMIT AN APPLICATION?



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HOW TO SUBMIT AN APPLICATION

- Currently open to State agencies only
- Request an account from Clearinghouse
 - **mdp.clearinghouse@maryland.gov**
 - Subject Line: **“E-MIRC Account Request”**
 - Include:
 - Valid state government e-mail address
 - Your first and last name
 - Your agency name
 - Additional contact information helpful
- Password will be sent via e-mail



HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/



The screenshot shows a login interface for 'EMIRC: Project Submission'. It features a yellow background with a black border. The title 'EMIRC: Project Submission' is centered at the top in bold black text. Below the title, there are two input fields: 'User Name:' and 'Password:'. To the right of the 'Password:' field is a checkbox labeled 'Remember me next time.'. At the bottom right is a 'Log In' button. At the bottom left is a link that says 'Forgot my password'.

EMIRC: Project Submission

User Name:

Password:

☐ Remember me next time.

[Forgot my password](#)

Log In

- Password is sent to you via E-mail from Clearinghouse
- Don't remember it? Use "Forgot my password" link & new one will be sent to your e-mail address

HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/

[Add a New Application](#)
[Return to Project Listing](#)
[Log Out](#)
[Manage Account](#)

Applications/Projects Submitted to Clearinghouse

You have not submitted an application.

↑ A first time user will see this screen. No project has been entered.

↓ Other users will see a screen similar to this. Note the Status column.

Add a New Application Return to Project Listing Log Out Manage Account			
Applications/Projects Submitted to Clearinghouse			
	<u>Status</u>	<u>Submitted On</u>	<u>Description of Project/Application Submitted</u>
View Details	Pending Approval	9/26/2014	Maryland Asthma Control Program: Addressing Asthma From a Public Health Perspective; Interim Report and Year 3
View Details	Not Submitted		Hospital Preparedness and Public Health Emergency Preparedness
View Details	MD20140925-0391	9/25/2014	Integrating Routine HIV Testing and Linkage to HIV Care and Treatment in Family Planning Services Grant

HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/

Simple Menus

Add



Show List



Log Out



Account



Add a New Application

Return to Project Listing

Log Out

Manage Account

Applications/Projects Submitted to Clearinghouse

	Status	Submitted On	Description of Project/Application Submitted
View Details	Pending Approval	9/26/2014	Maryland Asthma Control Program: Addressing Asthma From a Public Health Perspective; Interim Report and Year 3
View Details	Not Submitted		Hospital Preparedness and Public Health Emergency Preparedness
View Details	MD20140925-0391	9/25/2014	Integrating Routine HIV Testing and Linkage to HIV Care and Treatment in Family Planning Services Grant

Project List



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HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/

Status or State Application Identifier (SAI) Number: **Not Submitted**

SAVE Changes **Cancel Changes** **Submit to Clearinghouse**

Section 1 - General Processing Information & Project Description

PROJECT INFORMATION:

* Project Category: Blank

* Description:

Located in a PFA?: ☐ Yes ☒ No or Unknown

Project Specific Address: *If this project/application affects a specific address, please enter the items below:*

Line 1:
(Enter numbered street address ONLY)

Line 2:

Line 3:

City: State: Zip Code:

Election Districts: Congressional: 0 Legislative: 0

Districts: 1 thru 8. Zero is unknown *Districts: 1 thru 47. Zero is unknown*

EDUCATION PROGRAMS
ENTITLEMENT BLOCK GRANTS
ENVIRONMENTAL & ENERGY
HEALTH
HOUSING
HUMAN RESOURCES
JUSTICE

Above shows a partial list of options to choose from

Section 2 - Applicant Agency & Contact Information

YOUR INFORMATION

John Doe
201 West Preston Street
Baltimore, MD 21201
dczerwinski@mdp.state.md.us

[Copy Your Info to Primary Applicant](#)[Copy Your Info to Secondary Applicant](#)

PRIMARY APPLICANT

[Clear Contact Information](#)

Applicant
Agency:

* Salutation: Mr. - Mister ▼

* First Name: John

* Last Name: Doe

Name Suffix: ▼

Title: Program Manager

Division:

* Address 1: 201 West Preston Street

(Enter numbered street, road, etc or P.O. Box -- not both)

Address 2:

(Enter suite, room #, or floor)

Address 3:

(Enter special items: mail stop, attention, etc.)

* City: Baltimore

* State: Maryland ▼

* Zip Code: 21201

E-Mail: dczerwinski@mdp.state.md.us

Phone: 410-767-4400

Format: xxx-xxx-xxxx

Fax: 410-767-5555

Format: xxx-xxx-xxxx

Website:

(include the "http://")

Account
holder's
information

This section for
the primary
applicant's
information

You may copy
the account
holder's
information to
this section by
using the copy
buttons



HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/

SECONDARY OR CO- APPLICANT

Applicant Agency:

Salutation:

First Name: Last Name: Name Suffix:

Title:

Division:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

E-Mail:

Phone: Fax:
enter in 410-767-4490 format

Website:
(include the "http://")

Enter
co-applicant
in this area,
if applicable

You may copy
the account
holder's
information to
this section by
using the copy
buttons



HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/

Section 3 - Approving Authority & Funding Information

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) INFORMATION

CFDA #: CFDA Letter: ← Applies to federally funded projects

APPROVING AUTHORITY (FEDERAL OR STATE):

* Agency Name: ← Approving Authority for any project

FUNDING AND SOURCES:

Sources:	Requested Dollars
Federal \$:	<input type="text"/> 0
State \$:	<input type="text"/> 0
Local \$:	<input type="text"/> 0
Other \$:	<input type="text"/> 0

← Dollars requested

Funding Period: Starts: Ends: ← Requested funding period



HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/

Section 4 - Project Location(s) Affected

Click to Open and Add A County or Baltimore City

Available Counties:

- Allegany County
- Anne Arundel County
- Baltimore City
- Baltimore County
- Calvert County
- Caroline County
- Carroll County
- Cecil County

Add County ->

<- Remove Location

Project Location:

- Anne Arundel County-City of Annapolis
- Baltimore City
- District of Columbia

Click to Open and Add A Municipality

Click to Open and Add A State or the District of Columbia

Click to Open and Add Other Options

LOCATIONS AFFECTED IF APPROVED:

Number of Locations: 3

Location Code	Location Description
ANAR-ANNAPO	Anne Arundel County-City of Annapolis
BCIT	Baltimore City
DC	District of Columbia

4 panels shown

Click to expand

Select from
options on left

Press "Add"

Your selection
on right

For Statewide
projects, select
Maryland



HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/

Section 5 - Uploaded Project Documentation

If project is a Change Of Use or Surplus Real Property project, please complete this form and submit with project documentation.

NO FILES HAVE BEEN UPLOADED

Browse... Upload

Upload your
project
materials


Link to Real
Property
Report

- Include the same materials submitted to the approving agency
- Preferred document format: PDF
- Preferred upload method is zip file of pdf documents
- If not zipped, each document must be uploaded individually

HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/

Form Buttons

SAVE Changes 




Saves the record.

Does not submit it to Clearinghouse.

Record remains editable.

Status is **Not Submitted**.

Cancel Changes 




Cancels changes made.

Does not discard the record.

Record returned to its previous condition.

Record remains editable.

Status remains the same.

Submit to Clearinghouse 



Submits project to Clearinghouse.

You receive confirmation via e-mail.

Record cannot be edited.

Status is **Pending**.

Status changes to the **SAI #** when Clearinghouse accepts.

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HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/

After Submission, What Happens Next

- Clearinghouse reviews submission for completeness.
- If accepted:
 - E-mail notification is sent the project contacts listed.
 - Review process takes normal track.
- If not accepted:
 - Clearinghouse will notify you of what more is needed
 - Could result in a delay in starting the review process



HOW TO SUBMIT AN APPLICATION

https://webapps.mdp.state.md.us/apps/Emirc_Intake/

Did You Know Clearinghouse Has A Public Website?

<http://planning.maryland.gov/emircpublic>

- View any project submitted within the last 3 years
 - Date review opened & closed
 - Which agencies were contacted for comment
 - View project documentation
 - Other processing information
- Site is searchable



HOW DO I REVIEW AN APPLICATION?



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HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Log In Screen

EMIRC

Electronic Maryland Intergovernmental Review and Coordination

Log In

Email Address:

Password:

☐ Remember me next time.

Log In

[Forgot my Password](#)

- At least 8 characters long
- Must include 1 character that is not a letter or number
- We do not store passwords
- Use “Forgot my Password” link
- New Password will be sent to the authorized e-mail address

Limited to 5 unsuccessful attempts before being locked out

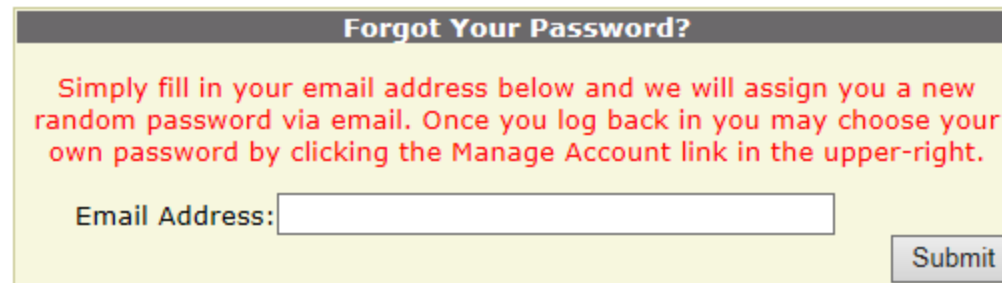


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HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Forgot Password Screen



Forgot Your Password?

Simply fill in your email address below and we will assign you a new random password via email. Once you log back in you may choose your own password by clicking the Manage Account link in the upper-right.

Email Address:

Submit

[Return to the Login Page](#)

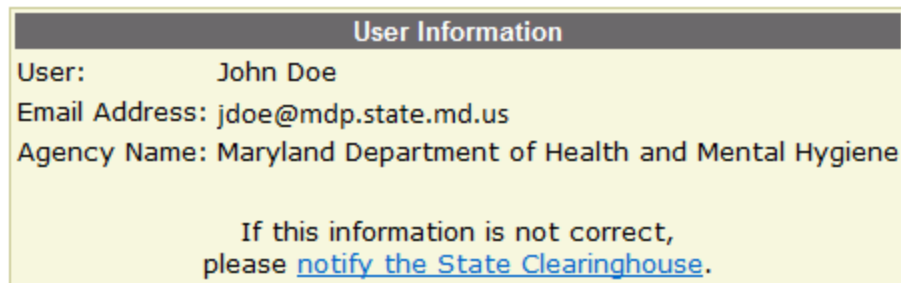
- Enter your e-mail address
- Click submit
- New password is sent
- Passwords sent ONLY to valid, authorized e-mail address



HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Change Password Screen

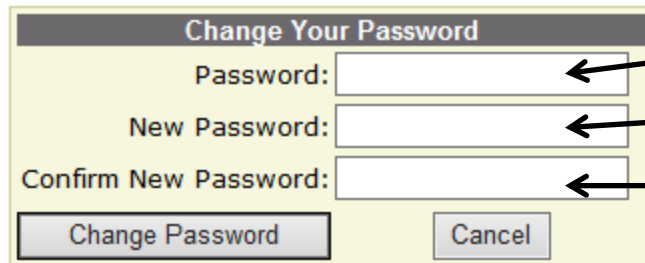


User Information

User: John Doe
Email Address: jdoe@mdp.state.md.us
Agency Name: Maryland Department of Health and Mental Hygiene

If this information is not correct,
please [notify the State Clearinghouse](#).

} Pre-filled with identifying information



Change Your Password

Password:

New Password:

Confirm New Password:

Enter current password

Enter new password

Enter new password again to confirm

[Return](#)

Click to save new password

Password requirements:

- Must be at least **8 characters** long
- Must include **1 character not a letter nor number**
- Example: 0#Em1RzY



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HOW TO REVIEW AN APPLICATION

1 <https://webapps.mdp.state.md.us/apps/xemirc/>

The logo for the Maryland Department of Planning (MDP), featuring the letters 'MDP' in a stylized, bold font with a yellow-to-orange gradient.

Unreviewed

Completed

Reports

Help

Plans

If you are not **Deb Czer**, please [click here](#) to notify Clearinghouse by email.

The logo for the Environmental Management Information Resource Center (EMIRC), featuring the letters 'EMIRC' in a blue, serif font.

[Change Password](#)

[Log In Page](#)

2

1) Menu Items

- Un-reviewed projects
- Completed projects
- Reports
- Help
- Plans

2) Account Items

- Identifies logged in user
- Provides e-mail link to request reviewer change
- Change password link
- Link to log In page

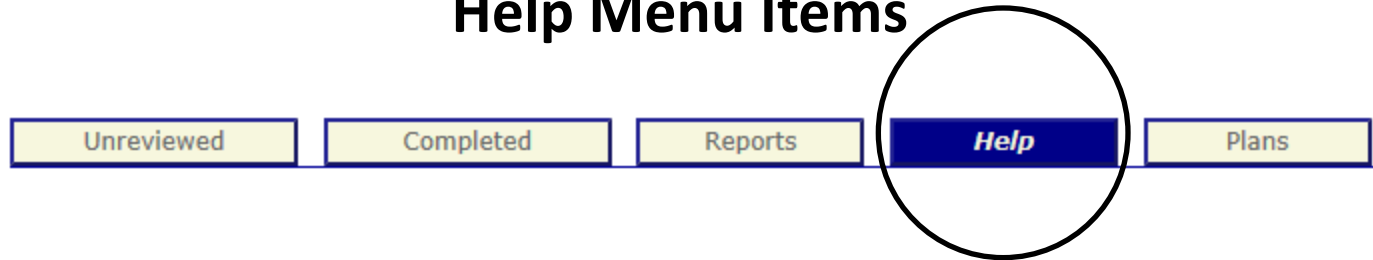
The logo for the Maryland Department of Planning (MDP), featuring the letters 'MDP' in a stylized, bold font with a yellow-to-orange gradient.

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HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Help Menu Items



- Frequently Asked Questions
- How to change password
- Explanation of the screen where comments are entered
- Response code definitions

HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Unreviewed Projects Screen

The screenshot shows the 'Unreviewed' tab selected in a navigation bar. Below the tabs, there is a status message 'Projects Assigned - Reviewer Response Required' and a note 'Comp Plans will not have a select button.' To the right, a 'Color Legend:' section contains two boxes: 'Review Overdue or Due Today' (pink) and 'Due Date Approaching' (yellow). Below the legend, there are two links: 'Location Codes & Definitions' (blue) and 'Reviewer Contacts' (purple). Two arrows point from text labels below to these links: one from 'Link to location codes & definitions' to the blue link, and another from 'Link to reviewer contact information' to the purple link.

Unreviewed Completed Reports Help Plans

Projects Assigned - Reviewer Response Required

Comp Plans will not have a select button.

Color Legend: Review Overdue or Due Today Due Date Approaching

[Location Codes & Definitions](#) [Reviewer Contacts](#)

Link to location codes & definitions

Link to reviewer contact information

HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Unreviewed Projects Screen

	SAI #	DAYS	DUE DATE	APPLICANT	PROJECT DESCRIPTION	LOCATION	DOCUMENTS
Select	MD20140804-0661	18	9/11/2014	Maryland Department of Housing and Community Development	Phase I Environmental Review for Park View: To Acquire and Rehabilitate 81 Affordable Elderly Housing Units Located at 8720 Ridge Road, Ellicott City, Howard County, MD	HOWD	Get Documents
Select	MD20140804-0662	18	9/11/2014	Maryland Department of Housing and Community Development	Phase I Environmental Review for Berger Square: To Construct 48 Affordable Rental Housing Units located at 1475, 1480 & 1484 Berger Street, Odenton, MD, Anne Arundel County (Prior: MD20140618-0517)	ANAR	Get Documents
Select	MD20140904-0724	-2	10/1/2014	Maryland Aviation Administration	Final Environmental Assessment and Hazardous Materials Report: Proposed Demolition of Sheraton Four Points Hotel at Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall), Linthicum, Maryland (Prior: MD20140602-0443)	ANAR	Get Documents
Select	MD20140904-0725	-2	10/1/2014	United States Postal Service	Land Exchange between the State and The U.S. Postal Service: contingent upon at the State taking an option to purchase land, and constructing a new Vehicle Maintenance Facility: State to receive +/- 2.562 acres with improvements	BCIT	Get Documents
Select	MD20140912-0743	-10	10/9/2014	URS Corporation	Removal of Obstructions to the 14 CFR Part 77 Surfaces of Runway 4-22 (Construction) at Easton/Newnam Field Airport (CFR - Code of Federal Regulations)	TLBT-EASTON	Get Documents
Select	MD20140912-0744	-10	10/9/2014	Department of Information Technology (DOIT)	Proposed Construction of One (1) New 348-foot Self Supporting Microwave/Radio Tower and Two (2) 12x38x10-ft Equipment Shelters at the Blooming Rose Road SHA Tower Site - Intersection of 1-68 & Blooming Rose Road,	GRRT-FRIEND	Get Documents

Click "Select" to view details and/or edit

Link to review documents



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HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Unreviewed Projects Screen

Projects Assigned - Reviewer Response Required

Color Legend:

Review Overdue or Due Today

Due Date Approaching

Projects listed in order of when the response is due: Overdue, Current, Approaching

Review Overdue or Due Today

- Review is overdue
- Review is due today
- Late review comments may result in responding to the applicant late with an overall determination of the project

Due Date Approaching

- Review is due with the next 10 days
- “Days” column will show negative number



HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>


Details -- View of Reviewers Selected & Comments Submitted

Click to enter
comments

Project Detail Tabs

Response Codes

Reviewer Comments | General Project Information | Applicant Information | Project Location | Response Code Look Up

 Enter or Edit Review Comments & Codes

Information below displays all agencies assigned to review this project and their comments, as of this time.
Clicking Column Headings Will Re-Sort the Listing

REVIEW AGENCY	ASSIGNED DATE	DATE REVIEWED	RESPONSE CODE	COMMENT
DNR	9/12/2014			
MDE	9/12/2014			
MDOT	9/12/2014			
MDPLL	9/12/2014	9/25/2014	C2 C7	Project site lies within a Pre-defined Priority Funding Area (Municipality)
MHT	9/12/2014			
TLBT	9/12/2014			

Agencies
requested
to review

Clearinghouse
assigned review

Date
submitted

Response
codes used

Text
comments
submitted



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HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Edit Screen

Auto filled

SAI Number MD20140912-0743

Date Assigned 9/12/2014

Date Reviewed

Agency Comment

Enter additional
text comments
in this box

Agency Review Codes

<input type="checkbox"/> C1	<input type="checkbox"/> C2	<input type="checkbox"/> C3	<input type="checkbox"/> C4	<input type="checkbox"/> C5	<input type="checkbox"/> C6	<input type="checkbox"/> C7
<input type="checkbox"/> P1	<input type="checkbox"/> P2	<input type="checkbox"/> P3	<input type="checkbox"/> P4	<input type="checkbox"/> P5	<input type="checkbox"/> P6	<input type="checkbox"/> P7
<input type="checkbox"/> R1	<input type="checkbox"/> R2	<input type="checkbox"/> R3	<input type="checkbox"/> R4	<input type="checkbox"/> R5	<input type="checkbox"/> R6	<input type="checkbox"/> No Comment

REQUIRED

Choose only 1 of these
response codes

**Once review is saved, the project
moves to "Completed"**

Response code
definitions available



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HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Completed Screen

Unreviewed

Completed

Reports

Help

Plans

Projects Assigned - Review Completed or Closed

To filter list, click a button: ☒ Completed or Closed ☐ Reviewed ☐ Not Reviewed

To change calendar year, select: 2014 ▼

	SAI#	APPLICANT	PROJECT DESCRIPTION	REVIEWED	CLOSED	LOCATION	DOCUMENTS
View	MD20140825-0712	National Capital Planning Commission	United States Holocaust Memorial Museum: Designing and Planning the Construction of a new Conservation and Collections Center: replaces facilities that are leased with a facility that is owned	9/24/2014	9/29/2014	PGEO	Get Documents
View	MD20140825-0711	Department of the Air Force	Draft Environmental Assessment and Finding of No Significant Impact / Finding of No Practicable Alternative: Construction and Operation of a New 21 Point, Fully Enclosed Firing Range at Joint Base Andrews-Naval Air Facility (Prior: MD20130920-0701)	9/24/2014	9/26/2014	PGEO	Get Documents

- Similar to Unreviewed screen
- Select “View” to see project details
- List can be filtered by
 - Completed, Reviewed or Not Reviewed
 - Calendar Year
- Record can be edited until Clearinghouse closes the review process



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HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Reports Screen

[Unreviewed](#)[Completed](#)[Reports](#)[Help](#)[Plans](#)

Available Reports:

REPORT NAME

[Database Instructions \(PDF format\)](#)

[Location Codes](#)

[Frequently Asked Questions \(PDF format\)](#)

[Response Code Definitions \(PDF format\)](#)

[Reviewer Contacts](#)

REPORT DESCRIPTION

Print version of database instructions

List of codes and their definitions

Fact sheet for reviewers

Standard response codes and their definitions

List of reviewers and their contact information

JS



HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Plans Screen

Unreviewed	Completed	Reports	Help	Plans					
Plans are not processed through E-MIRC, but are tracked. This tab is for information only.									
ID NUMBER	REVIEW OPENED	COMMENT DUE	HEARING DATE	REVIEW CLOSED	REVIEW DAYS	LOCATION	APPLICANT	DESCRIPTION	DOCUMENTS
MD20140911-0738	9/10/2014	10/7/2014	10/4/2014		30	Montgomery County-City of Gaithersburg	Planning & Code Administration	City of Gaithersburg Environment & Sustainability Element- 2009 Master Plan	Get Documents
MD20140908-0734	9/8/2014	10/5/2014	10/2/2014		30	Charles County	Charles County Government	Charles County Comprehensive Plan Amendment	Get Documents

- This section includes comprehensive local and functional local plans
- Plans are tracked through E-MIRC
- Review comments **cannot** be submitted via this database
- Comprehensive plans have a completely different review process
- This section is for information only



HOW TO REVIEW AN APPLICATION

<https://webapps.mdp.state.md.us/apps/xemirc/>

Did You Know?

Clearinghouse has a public website that is searchable

<http://planning.maryland.gov/emircpublic>

There is a new site to submit projects/applications for review

https://webapps.mdp.state.md.us/apps/Emirc_Intake/



WHERE DO I GET HELP?



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WHERE TO GET MORE INFORMATION

**The Maryland State Clearinghouse for
Intergovernmental Assistance
Maryland Department of Planning
301 W. Preston Street Suite 1104
Baltimore, MD 21201-2305
410-767-4490 (v) 410-767-4480 (f)
MDP.Clearinghouse@Maryland.gov**

<http://planning.maryland.gov/OurWork/GrantResources.shtml>



Q & A





PRIORITY FUNDING AREAS (PFAs)

- Established by the 1997 Smart Growth Act.
- Directs future development and State investment into established areas supported by existing public services and infrastructure.
- Protects our rural and natural resource lands.

REVIEW OF PRIORITY FUNDING AREAS



- PFAs govern the expenditure of State \$\$ ONLY.
- Funding for “Growth related projects” is *prohibited* outside of PFAs .
- Local and Private sector spending is not governed by PFAs.

GROWTH RELATED PROJECTS

- **All Major Transportation Projects.**
- **DHCD programs for Home ownership, multi-family housing, Neighborhood Revitalization.**
- **DBED programs for industrial loans, industrial land development, small business development, One Maryland, energy financing.**



GROWTH RELATED PROJECTS

- **MDE programs for sewerage facilities, biological nutrient removal, water supply facilities, septic system problem areas.**
- **DBM Capital Budget (not including legislative initiative bond bills).**
- **DGS leases and land acquisitions.**

